



To: City of Saugatuck, Planning Commission
From: Grayson Moore, Director of Planning & Zoning
Meeting Date: February, 23 2026
RE: 2025 Planning Commission Activity Report

Members of the Planning Commission,

The purpose of this memo is to provide an overview of planning & zoning related activities for the 2025 calendar year.

Zoning Permit Activity

Year	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Permits*	80	57	95	68	75	52	98	107	108	89	77

* Includes permits issued administratively including zoning and sign permits. This does not include short-term rental certificates, historic district permits, street cut permits, water and sewer permits, temporary ROW, or other miscellaneous permits.

Enforcement Activity

Enforcement Type	2025 Cases
Garbage Out Day After	41
Nuisances	9
Other	2
Short-Term Rental	23
Streets and Sidewalk	25
Zoning	15
Total	115

Year	2025	2024	2023	2022	2021	2020	2019
Total Cases	115	87	86	35	39	19	71

Short Term Rental Activity

A total of 179 Short Term Rental Licenses were issued in 2025 including ADUs.

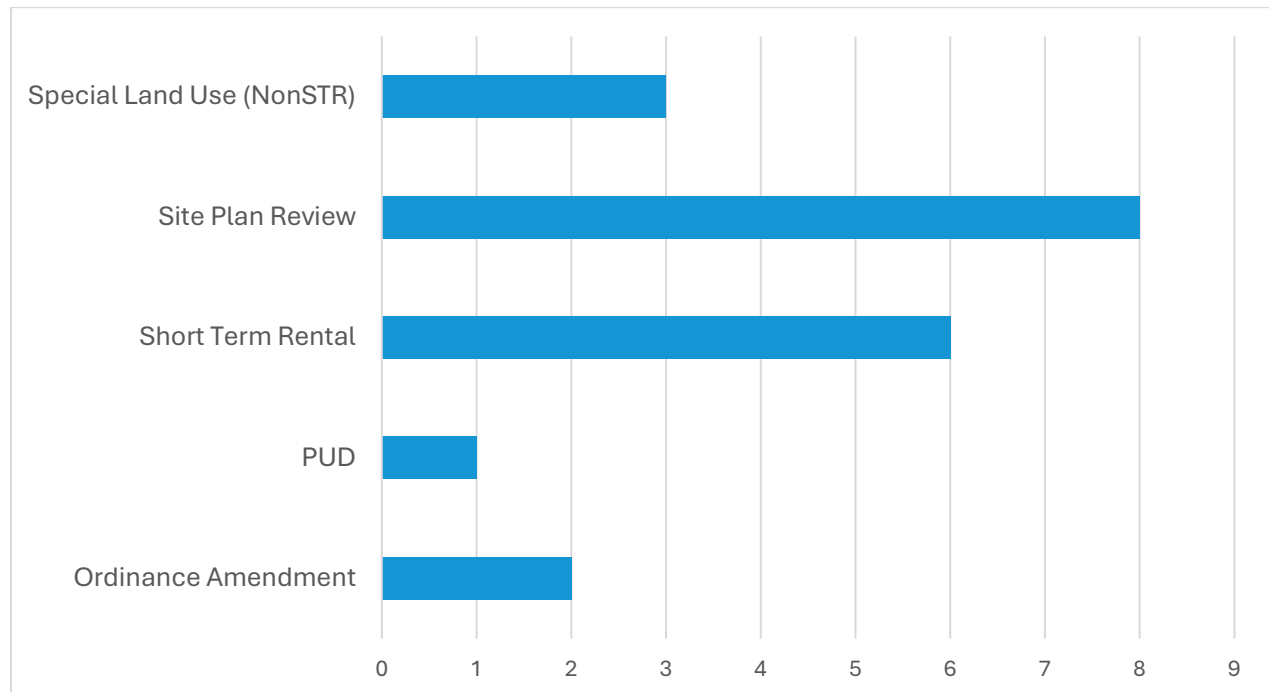
License counts declined across all R-1 zoning districts. Both Peninsula North (Riverside) and Peninsula South (PS) remain below their respective caps, and public notice has been issued regarding the availability of additional licenses in those areas.

City Council is currently evaluating potential amendments to the Short-Term Rental Ordinance. Concepts under discussion include establishing a defined application window and a fixed license expiration date that would no longer shift annually. Council is also considering a limited exception for license holders who lost their licenses in the prior year due to confusion surrounding expiration dates. At the time of this review, no ordinance amendments have been adopted; all items remain in the discussion phase only.

Planning Commission Activity

The Planning Commission met 13 times and approved a total of 20 agenda items in 2025. A summary of the approved items and corresponding motions is attached to this report.

Planning Commission Approval Activity 2025

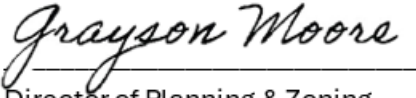


2025 Priorities

The Planning Commission had set the following priorities for 2025:

1. Master Plan Update
2. Consolidation of Zoning Districts
3. Sign Ordinance Updates

Respectfully submitted,



Director of Planning & Zoning

Meeting Date	Item	Address	Motion	Type
1/16/2025	ADU Ordinance Amendment	-	Motion by Clark, second by Gaunt, to adopt an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck, to amend Section 154.022 (W)(3) to revise the required minimum gross finished floor area for accessory dwelling units and to amend Section 154092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied. Upon roll call vote, motion carried 6-0.	Ordinance Amendment
1/16/2025	Site Plan Review for Addition to Commercial Building in NHM District	880 Holland	Motion by Gaunt, second by Marineau, to approve the site plan amendment contingent upon approval from the Fire Department and all applicable City Departments. Upon roll call vote, motion carried 6-0.	Ordinance Amendment
1/16/2025	Site Plan Review for Addition to Multi Family Building in C-4 Resort District	405 Park	Motion by Clark, second by Marineau, to approve the site plan for 405 Park Street subject to the approval from all applicable City Departments and compliance with Section 151.04 of Chapter 151, Flood Damage Prevention. Upon roll call vote, motion carried 6-0.	PUD
2/20/2025	Bed & Breakfast Ordinance Amendment	-	Motion by LaChey, second by Gaunt, to recommend approval of an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend Section 154.005 to revise the definition of Bed and Breakfast Establishment; to amend Section 154.022(H)(7) to expand on the habitation options of accessory structures; to amend 154.022(R) to allow Bed and Breakfast establishments to host guests in Accessory Guest Buildings in the R-4 City Center Transitional Residential (CER) Zoning District if certain conditions are satisfied; to amend 154.025(B)(4) to allow Bed and Breakfast establishments as permitted uses when guest rooms are in the principal building; and to amend Section 154.025(C) to allow Bed and Breakfast establishments with Accessory Guest Buildings as Special Land Uses as presented to us with the change in the definition of Bed and Breakfast as proposed to change “from under certain circumstances” to “within certain districts”. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 7:18pm.	Short Term Rental
2/20/2025	Special Land Use Request for Rental of an ADU	911 Ridgeview Lane	Motion by Marineau, second by Baldwin, to approve the special land use request to allow the rental of the attached ADU at 991 Ridgeview Lane based on compliance with the ADU requirements of Section 154.022(W), compliance with the ADU rental requirements of Section 154.092(J), satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section	Short Term Rental

			154.080 that are documented in the staff memo dated February 14, 2025. Upon roll call vote, motion carried unanimously.	
3/20/2025	Special Land Use Request for Rental of an ADU	515 St. Joseph	Motion by Clark, second by Bagierek, to approve the application for 515 St. Joseph Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:36pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	306 Mary	Motion by Marineau, second by LaChey, to approve the application for 306 Mary Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:38pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	450 Spear	Motion by LaChey, second by Gaunt, to approve the special land use request to allow the rental of the detached ADU at 450 Spear Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:35pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	825 Bridge	Motion by Gaunt, second by Baldwin, to approve the special land use request to allow the rental of the detached ADU at 825 Bridge Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of the site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated March 14, 2025. Upon roll call vote, motion carried unanimously.	Short Term Rental
5/15/2025	Retroactive Site Plan for Vegetation Removal and New Driveway	550 Dunegrass	Motion LaChey, second by Bagierek, to approve the vegetation removal and restoration plan and the driveway site plan for 550 Dunegrass Circle Drive based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo dated May 9, 2025. Approval is contingent upon the following: 1) All proposed vegetation is installed during the 2025 planting season. 2) an easement is established on 500 Dunegrass Circle Drive for access from Dunegrass Circle Dive to 550 Dunegrass Circle Drive. 3) All applicable approvals are granted, including but not limited to: a) Fire Department b) City Engineer c) EGLE	Site Plan

6/19/2025	Site Plan Review for Deck	249 Mason	Motion by LaChey, second by Marineau to approve the conversion of an existing drivethrough lane and covered service area with outdoor amenity space at 249 Mason Street based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo dated June 13, 2025. Approval is contingent upon the following: 1) All applicable approvals are granted, including but not limited to: a) Fire Department b) City Engineer	Site Plan
6/19/2025	Special Land Use for Expanded Outdoor Dining	202 Butler	Motion by Gaunt, second by Baldwin to conditionally approve the special land use and site plan amendment for an expanded outdoor dining area with alcohol service at 202 Butler Street based on a review against sections 154.092 O(2) and 154.092 P, satisfaction of the site plan approval standards Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated June 13, 2025. Approval is contingent upon the following: 1) Provide reflector specifications for the parking space dining area fencing. 2) Provide all expanded outdoor dining area checklist items in accordance with Section 154.092 (O)(2)B (license agreement, fees, certificates of insurance, MLCC license, food service license, lighting/reflector attestation, and tax attestation). 3) Secure all other applicable approvals from city departments, the fire department, and the applicable outside agencies.	Site Plan
8/21/2025	Site Plan Review for Major Waterfront Construction	405 Park	Motion by Bagierek, second by Gaunt, to approve the application for 405 Park Street with the following contingencies: 1) Lighting information is provided for Administrative Approval. 2) Documentation that an EGLE permit is not required, provided to staff. Upon roll call vote, motion carried unanimously.	Site Plan
8/21/2025	Site Plan Amendment	615 Park	Motion by LaChey, second by Gaunt to approve the site plan amendment, including the concrete dock and a change to the shape and configuration of the foundation supporting Unit 12, with the following conditions: 1) The change to the shape and configuration of the foundation supporting Unit 12 is contingent upon the applicant obtaining a waterfront setback variance for the expansion of a nonconforming structure into the required 25' waterfront setback area and documentation of original or demonstrating zoning compliance to the satisfaction of the zoning administrator. 2) Installation of a concrete dock is approved and allowable, independently from the conditionally approved changes related to unit 12. 3) All changes are subject to approval by all applicable city departments and EGLE. Motion carried 6-0	Site Plan

8/21/2025	Special Land Use Request for Rental of an ADU	204 Grand	Motion by LaChey, second by Marineau, to approve the special land use request to allow the rental of the attached lower-level ADU at 204 Grand Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated August 15, 2025. Upon roll call vote, motion carried 6-0.	Site Plan
9/18/2025	Site Plan Review for Major Waterfront Construction	405 Park	Motion by Bagierek, second by Gaunt, to approve this project based upon the nonconformance not being any further and with deconstructed being brought back to the lot line not having a nonconformance. Contingencies are as follows and will all be delivered administratively: 1) Provide lighting specifications. 2) Provide their trash bin storage information. 3) The applicant must get fire department and engineering approval for these modifications. Upon roll call vote, motion carried 6-0.	Site Plan
9/18/2025	Site Plan Review for Single Family Residence	195 Dunegrass	Motion by Gaunt, second by Baldwin, to recommend conditional approval of the site plan, the vegetative removal plan, and vegetation assurance plan with the following conditions: 1) Reduce the front yard trash bin screening fence to three feet in height. 2) Confirm compliance with pool location requirements (no front yard placement). 3) Satisfy all engineering review comments. 4) Secure public water service approval. 5) Provide compliant residential exterior light fixture specifications. Upon roll call vote, motion carried 6-0.	Site Plan
10/16/2025	Special Land Use & Site Plan Review for Bed & Breakfast	510 Butler	Motion by LaChey, second by Bagierek, to conditionally approve the special land use and site plan request to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. This motion is based on compliance with the B&B requirements of Section 154.022(R), satisfaction of site plan approval standards of Section 154.063, and the positive findings related to the special land use standards of approval in Section 154.082 that are documented in the staff memo dated October 10, 2025. The following conditions apply to this approval: 1) Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(1). 2) The lots at 510 Butler and 120 Mary shall be combined. 3) The proposal shall be approved by all other City Departments as applicable. Upon roll call vote, motion carried 6-0.	Special Land Use

11/20/2025	Special Land Use Request for Rental of an ADU	610 Lake	Motion by Baldwin, second by Marineau, to approve the special land use request to allow the rental of detached upper-level ADU at 610 Lake Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 154.080 that are documented in the staff memo dated November 14, 2025. Upon roll call vote, motion carried 6-0 (Bagierek recused himself from vote & deliberation)	Special Land Use
12/18/2025	PUD for Mixed-Use Commercial Building	640 Water	Motion by Bagierek, second by Gaunt, to approve the PUD rezoning overlay, contingent on several conditions: 1) Adoption of both the original (11/18/25) and revised (12/18/25) site plans for the application. 2) Approval of 3 zoning modifications: a) Front yard setback at zero feet b) Waterfront setback at 15 feet (including provision of an easement for public access). c) Parking lot setback at five feet. 3) Public access must be maintained with signage that: a) Meets Saugatuck's wayfinding/signage standards. b) Is readily visible from Water Street. 4) Submission and administrative review of the following legal documents: a) Proof of single ownership or control of the property. b) A specific schedule/timeline for intended development and structure details, including phasing and timing of improvements. i) Deed of ownership and warranty ii) List of all covenants, conditions and restrictions iii) associated bylaws as described in the staff report iv) Required easement agreement(s) - especially for public access and shared driveway/parking. 5) All outstanding conditions, signage, and easement details must be reviewed and approved administratively (by Grayson Moore and staff) before the project proceeds to final City Council consideration. Upon roll call vote, motion carried 5-1.	Special Land Use